



☐ REFERRED FOR ACTION
☐ ANSWER FOR MY SIGNATURE
☐ FOR FILE
☐ FOR YOUR INFORMATION
☐ FOR SIGNATURE
☐ RETURN TO ME
☐ PLEASE SEE ME
☐ PLEASE TELEPHONE ME
☐ FOR APPROVAL
☐ PLEASE ADVISE ME

BY _____ DATE _____
BY _____ DATE _____
BY _____ DATE _____

PARISH

MEMORANDUM

TO:

FROM:

DATE:

SUBJECT: Parcel No. _____

Enclosed please find the following for the subject parcel(s) on the captioned project:

_____	Check Delivery Report
_____	Pink copy of Check Receipt
_____	Copy of Mortgage Certificate (with notes on encumbrance cancellation)
_____	Copy of Partial Release(s) (As applicable)
_____	Receipt for tax pro-ration
_____	Miscellaneous

cc: file

RECOMMENDED FOR APPROVAL	DATE
RECOMMENDED FOR APPROVAL	DATE
RECOMMENDED FOR APPROVAL	DATE
APPROVED	DATE